

Design Review Board
January 2, 2019

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, JANUARY 2, 2019, AT 6:30 P.M. IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

BOARD MEMBERS:

Chairperson	Laura Jones	Present
Vice Chairperson	VACANT	
Board Members	Michael Pierce	Present
	Michael Lindner	Present
	Mike Garvey	Present
	Robyn Prud'homme-Bauer	Present

STAFF:

Project Manager	Mike Gray
Planning Manager	Beth Escobar

A **Regular Meeting** of the Design Review Board of the Town of Clarkdale was held on Wednesday, January 2, 2019, at 6:30 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

1. **AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:30 p.m.
2. **AGENDA ITEM: ROLL CALL:** Project Manager Gray called roll.

3. **AGENDA ITEM: PUBLIC COMMENT:**

- a. The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE minutes**.

No public comment.

- b. New Board Member Michael Pierce was introduced and welcomed. Planning Manager Beth Escobar pointed out that Mr. Pierce is not allowed to vote in any action items until he has been approved by Town Council.

4. **AGENDA ITEM: MINUTES:**

- a Consideration of the **Special Meeting Minutes of November 14, 2018.**
Board Member Prud'Homme-Bauer made a motion to approve the Special Meeting Minutes of November 14, 2018. Board Member Garvey seconded the motion. The motion passed unanimously.

5. **AGENDA ITEM: REPORTS: Chairperson and Member Report:**

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6. AGENDA ITEM: ELECTION:

- Elections were held for Chair/Vice Chair.
- Board Member Lindner moved Laura Jones remain DRB Chair.
- Board Member Garvey seconded.

Chair Jones	Aye
Board Member Prud'Homme-Bauer	Aye
Board Member Garvey	Aye
Board Member Lindner	Aye
Board Member Pierce	Not eligible

- Board Member Garvey nominated Board Member Prud'Homme-Bauer for DRB Vice Chair.
- Chair Jones seconded.

Chair Jones	Aye
Board Member Prud'Homme-Bauer	Aye
Board Member Garvey	Aye
Board Member Lindner	Aye
Board Member Pierce	Not eligible

7. AGENDA ITEM: NEW BUSINESS:

a. DISCUSSION/POSSIBLE ACTION:

Application #092218. Project Manager Gray introduced the applicants and summarized the staff report for the Bitter Creek Villa Bed & Breakfast sign with a PowerPoint presentation:

Background:

Cindy Knipple and William Taylor have submitted an application for Design Review of a business sign for the Bitter Creek Villa Bed & Breakfast (B&B), located at 558 Rancho Villa Lane, parcel #400-05-012F. The property is zoned (R1) Residential. This is a brand-new B&B off of Cement Plant Road. The applicants have a current Town of Clarkdale business license.

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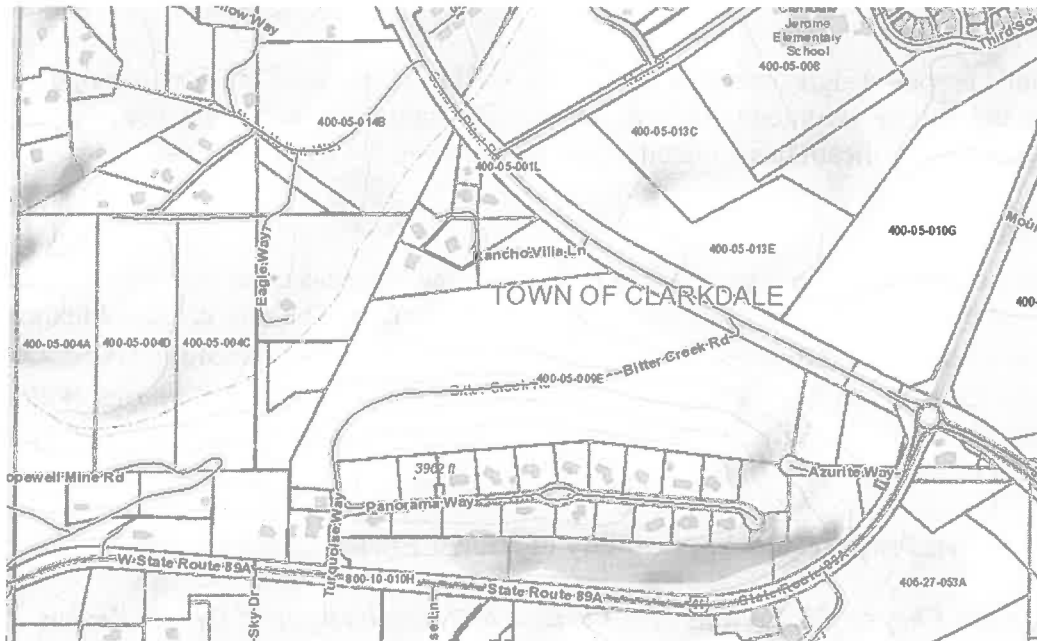


Fig. 1 Vicinity

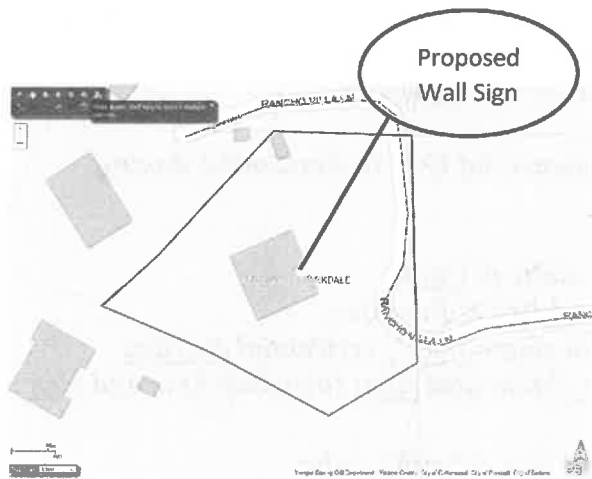


Fig 2. Site



Fig 3. Proposed Wall Sign

Bitter Creek Villa
558 Rancho Villa Lane

The following topics are presented from the application.

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Sign:

Applicant's proposed sign consists a 24" wide x 16" high laminated heavy paper sign on plywood backing, and will be mounted to the wall on wooden frame of 1"x 2" pine. (See ***Fig. 3 Proposed Wall Sign***). The applicant has no intention of illuminating the sign.

Sign Colors:

The sign features a sea-foam green background with the business name framed by a Red Cardinal silhouetted by a yellow sphere and a cluster of purple grapes. The font is a combination of an all caps type with serif and low-left shading, similar to a narrow version of **BRUSSELS** followed by a plain COPPERPLATE. The actual sign is shown above in ***Fig. 3 Proposed Wall Sign***. The text reads "Bitter Creek Villa" with the address appearing in a much smaller Copperplate font at the bottom of the sign.

Staff Analysis: Purpose and Applicability of Design Review

Zoning Code Chapter 11, Section 11-1 Purpose and Applicability of Design Review.

A. This ordinance shall apply to new buildings and redevelopment as defined in this ordinance or the Town of Clarkdale Zoning Ordinance, except single family dwellings and accessory uses, and shall also apply to all public buildings and facilities. Structures (other than buildings), signs, landscaping, parking areas, public facilities and enclosures will be reviewed by the Design Review Board if a part of new building development or building redevelopment.

Only items listed below are for consideration as part of this application.

Zoning Code Chapter 7, Signs - Section 7-070 Commercial Uses in Residential Zoning Districts

A. Bed & Breakfast:

- 1. Downward directed lighting only. No internally lit signs.***
- 2. One wall or free standing sign per permitted Bed & Breakfast.***
- 3. Maximum total sign size of 3 square feet in single-family residential districts.***
- 4. Maximum total sign height of 8 feet for wall mounted signs including base and sign in all residential districts.***
- 5. Maximum total sign height of 30 inches for free standing signs.***
- 6. Non-Residential district:***
 - a. As permitted by Section 7-090 of this Code for maximum signage square footage for commercial businesses.***

The application complies. The proposed sign has an area of only 2.66 square feet and no illumination is intended.

Staff Detailed Recommendations:

Staff has determined the Application complies with all code requirements and recommends approval of **DRB-092218 Bitter Creek Villa Bed & Breakfast** with the following stipulations of approval:

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1. Any changes to the design approved by DRB shall be reviewed and approved by the Director of Community Development prior to implementation who may determine the application needs to return to the Design Review Board for review and approval.

DISCUSSION:

- Board Member Michael Pierce inquired about the process of obtaining a variance to allow an additional sign for way-finding purposes. Planning Manager Escobar replied variances can be difficult to obtain due to the narrow definition of a hardship. Staff could work with the applicant if they were interested in pursuing this type of application.
- Vice Chair Prud'Homme-Bauer emphasized the need for some additional signage for businesses like Bitter Creek Villa that sit off the main road and can be difficult to find. Project Manager Gray responded the regulations for Bed & Breakfast signage does not allow for off premise signs.
- Planning Manager Escobar stated there is at least one other B&B in Clarkdale having difficulty due to a remote location. Any code changes must be directed by Town Council and reviewed by the Planning Commission.

Possible Motions:

- *I move to approve application DRB-092218 with the stipulations proposed by staff.*
- *I move to approve application DRB-092218 with the stipulations proposed by staff with the following changes/additions:*
- *I move to postpone action on DRB-092218 until a specific date and direct staff and/or the applicant to provide the following:*
- *I move to deny the application for DRB-092218 based on the following specific reasons:*

BOARD ACTION: Vice Chair Prud'Homme-Bauer made a motion to approve the application with the staff stipulation. The motion was seconded by Board Member Lindner. The application was approved unanimously.

Chair Jones	Aye
Vice Chair Prud'Homme-Bauer	Aye
Board Member Garvey	Aye
Board Member Lindner	Aye
Board Member Pierce	Not eligible

As a result of the discussion, the Board directed staff to explore changes to the sign code to permit wayfinding signs with a specific design for Bed & Breakfast establishments.

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b. BOARD MEMBER TRAINING:

Town Clerk Mary Ellen Dunn presented this training regarding open meeting law, public records, how to conduct a meeting and other items related to the role of a board member. Discussion was open during the training.

See attached PowerPoint slides.

c. DISCUSSION ITEM:

Proposed changes to the Landscape Ordinance: **Chair Jones moved this item to a future regular meeting of the Design Review Board. .**

7. FUTURE AGENDA ITEMS:

Until completion of the improvements in the Clark Memorial Clubhouse, further DRB meetings will be held in the Police Annex, located at 49 N. Ninth Street, Clarkdale, AZ 86324.

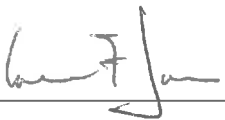
1. The Planning Commission has given staff direction to bring forward a proposed revision of T.O.C. Zoning Code Chapter 9 – Landscaping Standards. The item is scheduled for review on February 6, 2019.

2. Per direction in this meeting, staff will present recommendation for additional signage for B&Bs to Town Manager and provide progress reports to the Board.

ADJOURNMENT:

Vice Chair Prud'Homme-Bauer made a motion to adjourn. The motion was seconded by Board Member Garvey and the meeting was unanimously adjourned at 7:52PM.

APPROVED BY:



Chairperson

Laura Jones

SUBMITTED BY:



Project Manager

Mike Gray